

PERAC
JOB OPENING

OFFICIAL TITLE: Associate General Counsel

DUTIES:

1. As assigned by the General Counsel, conducts legal research and drafts opinion letters, reviews court decisions and newly enacted state and federal legislation and regulations and provides written comments to the Executive Director and the Commission.
2. Participates in disability retirement approval review process and drafts proposed remand letters.
3. Responds to telephone inquiries on a daily basis from retirement boards or other interested parties.
4. As assigned, represents the Commission in court or at administrative proceedings under the supervision of the General Counsel.
5. Assists in the preparation of and participates in the presentation of educational seminars.
6. Assists PERAC Commissioners and staff in matters concerning legal interpretation as needed.
7. Performs other work-related duties or special projects as assigned by the General Counsel.

QUALIFICATIONS:

Applicants must have a Juris Doctor (JD) Degree with a minimum of one year experience in civil litigation and/or administrative hearings. Candidates must have significant writing and research skills. Knowledge and experience with G.L., c. 32 and public pension law is preferred.

SALARY RANGE: \$60,000 - \$75,000

Please submit your resume along with a writing sample online at:

<https://massanf.taleo.net/careersection/ex/jobsearch.ftl>

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.